
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: October 6, 2012
CC: Don Jutton

Next Board of Selectmen meeting 10/8 at 6 PM

I am writing to you having just attended the auction of 25 Eastside Lane Unit 16. It is with great relief that I can report that the unit sold for \$16,000; this is well above the backed taxes and our expenses put into the property (my current calculation is approximately \$8,000). As I informed all of you, due to a title issue we were unable to auction Unit 11 today. I have placed in your correspondence folder a letter sent from Town Counsel regarding this issue. Elaine has requested to meet with you on Monday to discuss what action you want her to take. Also in your correspondence folder is Fire Chief Kullgren's inspection report of the Unit, which notes several deficiencies that the Town would need to rectify within 30 days. Also worth noting is that based on advice from their attorney, our tenants canceled payment on their rent check for September and have not given us a check for October. I would encourage you to give significant thought to how best to address this situation based on all of this information.

This week I worked on beginning to collect heating information for the Town's buildings over the past few years to begin shopping for heating oil and potentially propane, gasoline, and diesel.

On Wednesday I resolved a notice from the IRS regarding an issue with tax identification numbers for two of our vendors. I spoke to the vendors and the IRS and have straightened out the matter. I have enclosed the notice and my notes in your correspondence folder just so you are aware of the situation.

On Thursday I conducted initial phone interviews with the top five candidates for the executive assistant position. The greatest challenge with this position is finding someone qualified who is interested in working so few hours.

Wendy spoke to Peterborough Marble and Granite and in the new business folder is a cost proposal based on the information I had for a plaque at the Vehicle Museum.

We have received our first bid for assessing services and I have spoken to two other interested firms who I expect will bid. I have heard that these two years in the cycle are relatively lower in terms of activity in other towns so we should have several options to choose from.

I collected documents in preparation for the group looking at health insurance, however it was brought to my attention on Friday that the group was formally created by you and thus subject to RSA 91-A, the Right-to-Know law. As such we had not posted the meeting with sufficient notice and rescheduled it for this coming Wednesday afternoon. I have put together a brief charge to this advisory committee for you to review on Monday laying out their assignment as I understand it. I feel putting a document like this together is very beneficial as it makes sure all parties involved have the same expectations and clearly understand their role.

Just so you are aware, Don Jutton and Mike O'Neil from MRI will be in Town Wednesday afternoon to begin putting together the maintenance plan for the Town's operating buildings. I have let all of the departments know and they will be there to answer any questions.

I will be at the LGC for training Wednesday morning, however the office will be open from 1:30-4:30.